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3                   UNITED STATES DISTRICT COURT  
4                   DISTRICT OF NEVADA  
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IN RE: ELECTRONIC SUBMISSION OF  
NDOC PRISONER DOCUMENTS

**FOURTH AMENDED GENERAL ORDER**  
**NO. 2012-01**

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10         Since February 19, 2013, the United States District Court for the District of Nevada  
11 ("Court"), the Nevada Department of Corrections ("NDOC"), and the Office of the Attorney  
12 General of the State of Nevada have participated in an electronic filing project designed  
13 to reduce the cost of processing filings from incarcerated people in cases filed pursuant  
14 to 42 U.S.C. § 1983—under General Order No. 2012-01. **This order makes that electronic**  
15 **filing process mandatory.** The terms of the e-filing project are described below.

- 16         1. Electronic filing of filings by incarcerated people in civil rights cases was  
17                 implemented at Northern Nevada Correctional Center ("NNCC") in 2013, at  
18                 Lovelock Correctional Center ("LCC") in 2015, and on April 1, 2020 at both  
19                 Ely State Prison ("ESP") and High Desert State Prison ("HDSP").  
20         2. All filings by incarcerated people in NDOC's custody in all federal cases  
21                 before this Court, including civil rights and habeas corpus cases, must be  
22                 filed electronically beginning no later than January 1, 2022, excluding filings  
23                 from rural NDOC camps.  
24         3. NDOC will be provided with free Public Access to Court Electronic Records  
25                 ("PACER") accounts for use by the law librarians who become registered  
26                 users.  
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- 1       4. NDOC will scan to PDF and transmit electronically to the Court all  
2       documents presented by incarcerated people for filing with the Court. The  
3       original documents will be returned to the incarcerated person. All  
4       documents submitted for filing by incarcerated people in NDOC facilities will  
5       be emailed to the Court in PDF format and in accordance with NDOC  
6       procedures therefor.
- 7       5. The Court will receive and file the incarcerated peoples' documents  
8       electronically. After traditional service of the incarcerated person's  
9       complaint and appearance by an opposing party, electronic transmission of  
10      the filed document to opposing parties who are registered users of the  
11      Court's electronic filing system constitutes service of the hyperlinked  
12      document for purposes of Rule 5(b)(3) of the Federal Rules of Civil  
13      Procedure. The incarcerated person must mail a copy of their electronically  
14      filed documents to non-registered users.
- 15      6. Each NDOC facility, excluding rural NDOC camps, will establish an email  
16      address for receipt of electronically-filed documents. NDOC staff will print  
17      the electronic transmission receipt, the hyperlinked order, and other  
18      documents filed by the Court. Receipt of copies of the receipt and  
19      hyperlinked documents by the incarcerated person constitutes service of  
20      the document on the incarcerated person. If the incarcerated person refuses  
21      delivery or is no longer at a particular NDOC facility, NDOC will indicate the  
22      reason for non-delivery on the transmission receipt and email it to the Court.
- 23      7. Opposing parties who are registered users of the Court's electronic filing  
24      system will serve filings on NDOC prisoners through the Court's electronic  
25      filing system. NDOC staff will print and provide to incarcerated people both  
26      the electronic receipts and the hyperlinked documents filed by opposing  
27      parties.

1       The Court has evaluated the e-filing project and determines it should be continued  
2 permanently at all NDOC facilities, excluding rural NDOC camps. **It is therefore ordered**  
3 **that the e-filing project—as outlined above—is now mandatory at NDOC facilities that**  
4 **have already implemented it, and will become mandatory at other NDOC facilities on the**  
5 **schedule stated above.**

6       DATED THIS 8<sup>th</sup> day of April 2020.



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9                   MIRANDA M. DU  
10                  CHIEF JUDGE, UNITED STATES  
11                  DISTRICT COURT FOR THE DISTRICT  
12                  OF NEVADA  
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